



VISA CLERK - CASHIER

The U.S. Consulate in Melbourne is seeking an individual for the position of Visa Clerk - Cashier in the Consular Section.

Salary: A\$57,421 p.a.
Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. At least 2 years experience in office clerical work, with demonstrated ability to deal with the public.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the U.S.
Consulate General, Level 6, 553 St Kilda Road, Melbourne VIC 3004 by
NOVEMBER 23, 2012.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: VISA CLERK – CASHIER	POSITION GRADE LE-6 (STARTING SALARY A\$57,421)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Is the Consular Sections' principal cashier. Performs a wide range of non-immigrant visa services including, but not limited to, pre-screening applications, compiling statistics, preparing correspondence, and providing visa information.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Sarah Jane Flook at (03) 95265995.

Major Duties and Responsibilities

Acts as the Consular Section's principal cashier –requiring approximately four hours per day. Duties include collecting Australian or U.S. currency for American citizens and Visa fee-based services, issuing receipts via the Automated Consular Register System (ACRS), and returning the correct change. Responsible for maintaining the consular cashier's float and for the safeguarding of collected funds until reconciled and deposited with the Class B Cashier at the end of the work day. Also responsible for printing the following reports: Daily Cash Declaration, Daily Cashier, Daily Register, Daily Consular Service, End of Month, and End of Year for the Class B Cashier, and the consular files. Maintains the Consular Section's general receipt file. 65%

Reviews and classifies non-immigrant visa applications received by mail, from travel agents or in person; prepares applications, checks visa classification, and ensures that the application is processed correctly for the Consular Officer's formal decision and approval. Refers the more complex cases to the Consular Officer. Prints approved visas.

Drafts visa clearance requests to the Department or other posts when assigned.

Provides statistical data to the LES Supervisor for the annual consular package.

Answers a variety of over-the-counter and telephone inquiries concerning non-immigrant visas and procedures, referring the more complex cases to the Consular Officer. Explains refusals to applicants. Drafts correspondence letters, memoranda and cables.

Maintains non-immigrant issuance and visa files in accordance with Department guidelines and post policy; handles disposal of non-immigrant visa records in accordance with Department's handling policy.

25%

Assists with training staff to the visa section, assist with the provision of American Citizens Services, and completes other duties as assigned.

10%

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. At least 2 years experience in office clerical work, with demonstrated ability to deal with the public.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

POINT OF CONTACT

Name: Sarah Jane Flook
Telephone: (03) 9526 5995
Fax: (03) 9510 4646

THE DEADLINE FOR APPLICATIONS IS NOVEMBER 23, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References